



KITSAP PUBLIC HEALTH DISTRICT



MISSION

Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.

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*The Kitsap Public Health District is an
Equal Opportunity Employer*

Guiding Principles

- **Prevention:** We believe prevention is the most effective way to protect our community from disease and injury.
- **Partnerships:** We work with others when collaboration will produce better and faster results.
- **Effectiveness:** We make data-driven decisions and use science-based practices to produce the best possible outcomes.
- **Equity:** We believe all Kitsap residents should have an equal opportunity to live healthy and safe lives.
- **Quality:** We continuously improve the quality of our services and systems to better serve the community to which we are accountable.

Drug-Free Workplace

*The Kitsap Public Health District is a
drug-free, tobacco-free workplace.*

Public Health Nurse PARENT/CHILD HEALTH & CLINICAL SERVICES PROGRAM

Salary: \$21.88 - \$33.69 per hour, DOEQ

Hours: 40 hours/week (100% FTE) Monday through Friday, hours may vary

Status: Regular, full-time, with benefits

Closing Date: May 20, 2012

The Position



Definition: The Public Health Nurse (PHN) provides professional nursing care to various targeted populations using assessment, referral and teaching skills. Duties involve extensive interaction with socio-economic and culturally diverse populations of clients, community based agencies, medical personnel and District staff to provide nursing services to clients.

In addition, one day a week, the incumbent is assigned to the Clinical Services Program and provides nursing and counseling services to patients receiving services in the District's clinic. Under the direction of the Clinical Services Program Manager, and within state and agency policies, the incumbent provides professional nursing skills including health assessment, phlebotomy, immunization assessment and administration, and all nursing components of Family Planning Clinic Services. The incumbent will also provide comprehensive nursing services in support of the Madison Clinic physicians who provide medical services for persons living with HIV/AIDS.

ESSENTIAL JOB FUNCTIONS

Parent Child Health

- Provides public health nursing services to families with at risk infants, toddlers, school age children, and adolescents.
- Provides Integrated Maternity Support Services and Infant Case Management to low income pregnant women.
- Provides support services to parents of SIDS victims.
- Provides newborn visits.

Physical Demands & Working Conditions

- Work is performed both indoors in a clinical office environment and in the field (conducting home visits, etc.).
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- May occasionally be required to work a varying schedule which may include evenings and weekends. Duties require carrying a cell phone or electronic device.
- Potential exposure to vaccines, sprays, hazardous materials, contaminants (as determined by MSDS sheets), and bioterrorist related materials; potential exposure to drug-house contaminants; potential exposure to cleaning fluids and antiviral sprays; exposure to blood, needles, reagents, biologics, and chemicals; possible airborne exposure to TB, measles, and other communicable diseases. Regular potential for exposure to clients with infectious disease and sexually transmitted infections, including HIV.
- Exposure to individuals from the public who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- The incumbent is required to use the combined senses of touch, sight, smell, and hearing during on-going client assessment. Duties require the ability to read typewritten and/or handwritten orders and notes in patient charts.
- Off-site visits require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- While performing home visits, the incumbent encounters unsanitary conditions, animals (pets) and clients and/or family members who are smoking, exposing the incumbent to second-hand smoke which may cause allergic reaction and/or illness.

ESSENTIAL JOB FUNCTIONS continued:

- Completes intake assessments to determine family health status, needs and strengths to enable joint implementation and evaluation of appropriate interventions.
- Utilizes NCAST or the ASQ to assess development and social/emotional status of the child.
- Utilizes weights and measures to determine the appropriate growth, recognize deviations from normal and make appropriate referrals.
- Uses communication skills to establish a helping relationship to enable the family to establish a care plan based on identification and family concerns, strengths, and goals.
- Emphasizes health promotion, illness and injury prevention, and provides appropriate anticipatory guidance.
- Uses knowledge of community to link the family to appropriate formal and informal community support networks.
- Organizes and manages caseload and referrals.
- Documents nursing care using the OMAHA standardized documentation language and the CHAMP electronic documentation system.
- Prepares daily logs, bills, and reports as needed.

Clinical Services

- Assists physicians and other providers when necessary, performs medical laboratory work, and maintains quality assurance in the laboratory.
 - Maintains clinical and pharmaceutical supplies, completes necessary paper work, and oversees the flow of patients through the clinic.
 - Instructs patients regarding clinic procedures, provides education on birth control methods and prevention of STI/HIV per clinical guidelines.
 - Performs medical lab work on Family Planning and STI patients per clinical guidelines.
 - Per protocols, maintains daily clinic log and patient records using the Centricity electronic documentation system.
 - Provides patient education, counseling and direct patient care. Generates appropriate referrals to other agencies or departments as needed for patients continued care. Facilitates patient flow through clinic and supports clinic function/operation.
 - Interviews, educates, counsels, and schedules patients with contract providers for IUD insertion, and both male and female sterilization. Maintains records and provides patients with appropriate follow-up information.
 - Coordinates inventory.
 - Conducts anonymous and confidential HIV testing and counseling according to clinic guidelines.
 - Provides childhood and adult immunizations per ACIP, AAP, and CDC recommendations following clinic procedure for necessary education, signed consents, with electronic recording being up to date.
 - Provides tuberculin skin testing (PPD) per regulations and physicians recommendations. Completes risk assessment and medical history as indicated. Provides oral medication for TB as ordered by a medical provider.
 - Provides cross-coverage for all other clinical services as needed.
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- Attends scheduled staff meetings to keep current with procedural changes.
 - Completes electronic time cards on a weekly basis.
 - Completes timely and accurate random moments to comply with contractual requirements of Medicaid Administrative Match.
 - Participates in and contributes to ad hoc special activities and assignments.
 - Supports others in accomplishing goals and objectives.
 - Keeps current on and complies with HIPAA and other privacy regulations.

- The incumbent is exposed to emotionally disturbing experiences. The incumbent is expected to remain calm, controlled and professional, regardless of the situation and to demonstrate care and compassion to the client, family member and other members of the health care team.
- While conducting home visits, the incumbent is exposed to potentially violent clients and/or family members who are under the affects of alcohol or drugs are mentally unstable or homeless. As a professional obligation, the incumbent is required to report abuse if it is encountered which puts additional stress on the incumbent. At times, the emotional state of family members brings uncertainty in knowing what to expect while at work. As a result, there is legitimate concern about one's own safety as well as being responsible for the lives of patients and their families, risk of assault and unknown and unpredictable situations.
- Regularly the incumbent will be required the ability to lift/and or carry objects and materials up to ten pounds (taking infant scale into patient homes during a visit). Occasionally, the incumbent in this position may be required to lift/ carry objects up to twenty-five pounds.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

What Public Health Does

- **Essential programs for improving health:** *immunizations, communicable disease prevention, and chronic disease and injury prevention.*
- **Information that works:** *Educational programs on everything from infant mortality to healthy aging, information on community health trends.*
- **Protecting you and your family every day:** *Services such as drinking water and recreational water quality monitoring, septic system inspections, restaurant inspections, hazardous waste control, disease prevention, and emergency planning.*

ESSENTIAL JOB FUNCTIONS continued:

- Responds to public health emergencies as required by the District.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned.

Requirements



- Bachelor's degree in nursing from a school with NLN accreditation that includes a Community Health component and possession of a valid license to practice as a Registered Nurse in the State of Washington is required.
- The combination of a bachelor's degree in a related field, such as public health or health education, and at least four years of public health nursing experience, may be substituted for the BSN requirement, provided the candidate graduated from a school of nursing accredited by the NLN (diploma, AA or AS).

Additional Requirements: Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance.

Kitsap Public Health District



We are a diverse and dedicated team of about 100 people, working collaboratively in more than 20 different programs. About 75 percent of our staff are members of the Professional and Technical Employees Local 17. Virtually all of us work at the award-winning Norm Dicks Government Center near the waterfront of a revitalized downtown Bremerton, close to shops, galleries and restaurants.

2011 – 2021 Strategic Plan

GOAL 1: We will strengthen our ability to prevent and control communicable diseases.

5 Year Milestone: Screening and other prevention activities are increased while the risky behaviors of contracting a communicable disease are decreased.

GOAL 2: We will decrease chronic diseases and their impacts in our community.

5 Year Milestone: An integrated, KPHD-wide and community-wide approach to support healthy living is implemented in Kitsap County.

GOAL 3: We will prevent and reduce environmental threats to public health from contaminated water, food, land, and air.

5 Year Milestone: We participate in community planning processes in order to promote and support a healthy built environment.

5 Year Milestone: Safe and reliable drinking water is ensured for all developed properties in Kitsap County.

GOAL 4: We will promote healthy child development and health equity by ensuring all children have healthy starts.

5 Year Milestone: An evidence-based public health nurse home visiting program is implemented.

GOAL 5: To accomplish our goals we will strengthen our financial and technological resources and ensure our workforce has the new skills required in our changing environment. We will also increase the extent to which community members and policy makers perceive public health to be an essential asset in their lives.

5 Year Milestone: We have at least one stable, dedicated source of revenue from each of the following funding sources: local, state, and federal.

5 Year Milestone: We are skilled and experienced in applying policy development to effect community-level change and in using strategic partnerships that produce results.

5 Year Milestone: Our staff and Board are knowledgeable about all we do and are able to convey compelling messages about our mission to the community.

5 Year Milestone: We have effective data collection and monitoring systems in place, and the analytical resources necessary to provide timely, actionable information.

We have a family-friendly culture, with generous leave policies, domestic partner benefits, a childcare savings and reimbursement plan, and flexible work schedules and teleworking options for many positions. We support a healthy environment, reduce traffic congestion and energy use, and help employees reduce commuting costs with our Commute Trip Reduction Program.

We support a healthy lifestyle with our wellness program, bike storage, and on-site fitness room that includes shower facilities.

We champion diversity and are an Equal Opportunity Employer.

QUALITY BENEFITS

Our benefit package is strong, and driven by our commitment to provide comprehensive, affordable health insurance for our employees and their families. We design our benefit package to be flexible, so employees can choose the benefit package that best suits their needs. Employees who work a regular schedule of at least 20 hours per week are eligible for health benefits.

MEDICAL, DENTAL AND VISION INSURANCE

For full-time employees, we pay 85 to 100 percent of the average premium for our comprehensive group medical and dental insurance plans for employees and their dependents depending on the number of persons they choose to cover. Employees with other coverage may elect to waive medical and/or dental coverage and instead receive a monthly deposit to either a Flexible Spending Account for dependent/child care costs or a Health Reimbursement Account for out-of-pocket medical, dental and vision expenses. Part-time employees receive pro-rated benefits contributions.

LIFE AND DISABILITY INSURANCE

We also provide other benefits, such as a \$48,000 term life insurance policy and a long-term disability policy. Employees may choose to purchase additional life and disability insurance. Employees may, at their option, purchase additional life or long-term disability insurance, dependent life insurance, accidental death and dismemberment insurance and, short-term disability coverage.

RETIREMENT AND SAVINGS PLANS

Eligible employees participate in the Public Employees Retirement System (PERS) a defined benefit retirement plan managed by the Washington State Department of Retirement Systems. The plan is funded by a combination of employer and employee contributions. In addition, we offer a choice of three 457 Deferred Compensation retirement plans that allow individuals to set aside a portion of their income for retirement on a tax-deferred basis. These plans are similar to 401-K plans offered by for-profit employers. We provide a continuing education allowance and paid time off for training so employees can pursue their professional goals and take responsibility for career advancement by learning new skills.

PAID TIME OFF

We offer generous paid time off, with “general leave” that begins with 18 days per year for eligible full-time employees and increases to 31 days per year after 25 years of service. “General leave” is used for vacation, personal appointments, minor illnesses, etc. For longer term illnesses, injury or pregnancy, we also provide 6 days of “extended leave” per year. In addition, we have 11 paid holidays per year, including the day after Thanksgiving and a personal floating holiday. We offer bereavement leave, all state and federally mandated leaves such as family medical leave, military leave, and other leave categories that help our employees manage significant life events.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Other Information

To Apply: All applicants must complete our online application form available on the District's website at www.kitsappublichealth.org in the Careers section or on Government Jobs at www.governmentjobs.com.

Application Review: Applications are evaluated solely on the information provided by the applicant; PLEASE BE THOROUGH and pay particular attention to completion of the NUMBER OF HOURS WORKED for each position held.

Equal Opportunity: The Kitsap Public Health District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status,* or any other basis prohibited by federal, state, or local law.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process will be made upon request with reasonable notice. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Identification: Applicants who are offered employment with the District are required to provide proof of identity and authorization to work in the United States by the employee's third day of employment, as required by the U. S. Citizenship and Immigration Services.

Use of Automobile: Persons whose positions require the use of an automobile will be expected to use their own private vehicle, and will be asked to provide proof of appropriate auto insurance. It is also necessary that such employees to have and maintain a current, valid Washington State driver's license.

Disclaimer: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Drug-Free Workplace: The Kitsap Public Health District is a drug-free, tobacco-free workplace.

Examination Procedure: The examination for positions will consist of either verification or evaluation of the applicant's experience and training based upon information contained in the application AND/OR, oral test (panel interview) to evaluate the applicant's suitability for the position; PLUS, skills testing may be administered, PLUS, references will be obtained from former employers, etc.

Note: A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

For further information, please visit our website at kitsappublichealth.org.
